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ABSTRACT

The Midwest Center for Off-Campus Studies offers students the opportunity to learn in a holistic manner by inserting them into a new community, either domestic or foreign, so that they can not only see the physical characteristics of the site, but can experience learning. Although the Center is at present an association of five Illinois two-year colleges, membership is open to institutions in Illinois and surrounding states with a $200 membership fee which constitutes the budget of the Center. The Center functions as an autonomous body to secure locations/sites in the United States and abroad where member institutions can offer off-campus programs. The objectives of the center are: (1) to function as a medium for those involved in the transfer of programs between various states; (2) to promote international good will; (3) to provide cultural and educational exchange for undergraduate students in the midwestern United States; and (4) to offer domestic and international programs which a single institution might not have the funds to carry out. Policies of the Center are outlined with regard to rights of member institutions, services provided by the Center, selection of programs offered, selection of faculty, faculty salary, tuition and fees, credit, transferability of credit among institutions, academic guidelines, course offerings, cancellation, and responsibilities of the director. (MB)

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HANDBOOK

Midwest Center for Off-Campus Studies

1979

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INTRODUCTION

The world we live in today is an interrelated world in real and basic terms. Cultures interact as never before, transportation is rapid, communication instantaneous, populations mobile.

The community can no longer narrowly be defined as Lincoln College or even Western Civilization. It is literally the world. And it is the imperative of education, as it has been in all ages, to understand the condition we find ourselves in and to introduce our students to that understanding. But education is a two-way street; if we are to learn about something we must be prepared to learn from it. In short, we must look at "the world as a teacher": it is the best teacher available.

Off-Campus Education serves as a laboratory in which the participant can observe, evaluate, experience and enjoy what he or she is studying. Of course, it must be pointed what Off-Campus is NOT. Whether domestic or foreign, the first concern is a student tour, the equivalent of covering ten states or ten nations in three weeks. Off-Campus Education is

not a program where students do preparation by reading guide books to get ready to visit tourist sites. Off-Campus Education inserts students into the community, into a new and foreign environment so that they can see not only the physical characteristics of the site but they can literally experience learning.

Too many American students have not been beyond their own town or city. Therefore, their perception of the world, including their own country, is very localized and misconceived. As a result, parochialism flourishes. Off-Campus Education attempts to meet this problem by giving the student access to other parts of the country and the world with an intensity and structure which is IMPOSSIBLE to duplicate in the classroom.

Aside from developing academic competency, Off-Campus Education can develop a student's maturity and self-confidence. "Travel is fatal to prejudice, bigotry, and narrowmindedness--all foes to real understanding," Mark Twain once remarked.

Off-Campus Education can yet serve another purpose; it can provide students with breathing space, a time for reflection and re-examination. By emphasizing

individual attention and guidance, Off-Campus Education is designed to open new perspectives and provide new insights to be of value an entire lifetime.

ACADEMIC JUSTIFICATION

It must stressed that Off-Campus Education is, first and foremost, academic in its orientation. The integrity of the academic goal must be respected and insured. The purpose of Off-Campus Education is for students to learn and understand substantial facts and concepts which have educational relevance--and in this respect it is not different from education on campus. Certain facts and concepts, however, can best, and in many cases only, be learned and understood by employing an off-campus format. Stated differently, the participants in Off-Campus Studies use all their senses.

OBJECTIVES

Some of the main objectives of the Midwest Center for Off-Campus Studies are:

1) The Center will function as a medium for those involved in the transfer of programs and facilities between various states.

2) The Center will promote international good will between the United States and other nations.
3) The Center will attempt to provide cultural and educational exchange for undergraduate students of our Midwestern states.
4) The Center may enable participating institutions to offer domestic and international programs which a single institution might not be able to carry out.

MEMBERSHIP

The Midwest Center for Off-Campus Studies is at the present an association of five two-year institutions including Lincoln College, Nicolet College, Oakton Community College, McHenry County College, and Central YMCA Community College. Any other institution in Illinois and surrounding states is welcome to join the Midwest Center for Off-Campus Studies. For the academic year 1978/79, the membership fee is $200.00 per institution due on or before December 1, 1978. These fees constitute the budget of the Center needed primarily for printing, mailing, etc., the joint brochure.

POLICY STATEMENT

The policies of the Midwest Center for Off-Campus Studies are as follows:

1) Reserved Rights of Member Institutions
Any member institution of the MCOCS reserves the right to:

a. limit the number of participants for that members' course offering
b. cancel the program at the appropriate time subject to the policy of the sponsoring institution
c. increase the cost of the course(s) if it becomes necessary
d. select the participants with the approval of the instructor

2) Services Provided by Center (Also #12)
Since the main purpose of the Center is to promote off-campus education at a reasonable cost to the participant, the Center then will function as an autonomous body. That is whenever possible, the Center will secure locations/sites in the United States and abroad without the involvement of any commercial enterprise. For example, at the present time, the Center has secured educational facilities at a reasonable cost at the following locations:

Foreign locations	Domestic locations
Pontryppidd, Wales, United Kingdom	Marathon, FL
Brighton, England	Santa Fe, NM
Paris, France	Washington, DC
Rome, Italy	Denver, CO
Florence, Italy	Lincoln, IL
	Honolulu, HA

3) Selection of Programs
Each participating institution shall be responsible for submitting its own off-campus program(s) and securing the approval of its own administration.

4) Selection of Faculty
Each participating institution shall select its own faculty member(s) for the implementation of the program(s) and shall be responsible for the actions and liabilities of the faculty in charge of the course.

5) Faculty Salary
Each participating institution shall determine the salary scale for the faculty teaching the off-campus course.

6) Tuition-Fees
Each participating institution, shall determine its own tuition-fees for the off-campus course(s).

7) Credit
Each participating institution shall determine the number of credit hours, level of credit, and the field or areas in which credit is to be recognized.

8) Transferability of Credit Among Institutions
Each participating institution shall recognize credit granted by other member institutions.

9) Academic Guidelines
Each partiicpating institution shall determine the appropriate academic guidelines for its own course(s).

10) Course Offerings
There shall be no duplication of courses offered under the auspices of the Center.

11) Cancellation
Each and every institution shall determine its own cancellation policy.

12) Responsibility of Director
The Director of the Center, Dr. Joseph Di Lillo, is responsible for the following:
a. Gathering information for the printing of the brochure.
b. Distributing materials to all participating institutions.
c. Administrating and accounting for the budget of the Center at the fall meeting.
d. Securing, whenever possible, educational settings needed to carry out the programs.

e. Providing unbiased guidance to each and every member institution.
f. Keeping member institutions informed as to status of course(s).
g. Referring applicants to appropriate member institutions.
h. Recording and distributing minutes of conferences.
i. Reporting on external activities pertaining to Off-Campus Education.

Other than the above spelled out services and responsibilities, the Director of the Center and/or Lincoln College and/or Midwest Center for Off-Campus Studies, are NOT responsible for any liability which may occur during the execution of the off-campus program; any other liabilities are limited to the normal responsibilities of each institution for its offerings through the Center.

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